

Washington County

Job Description



Title:	Civilian Support Staff	Code:	
Division:	Administration	Effective Date:	10/10
Department:	Sheriff	Revised:	08/12

GENERAL PURPOSE

Performs a variety of **complex clerical duties** as needed to provide day-to-day administrative and clerical support for the Sheriff's Office including: reception functions, accounts receivable, recording keeping, data entry, inmate accounting, patrol records, accounts payable, mail service and pay-to-stay, Medco, library programs, inventory, security and disposition of inmate property, kitchen and visiting functions. May be assigned to cross-train in all areas.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Office Manager or Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Clerical Duties:

Performs clerical duties such as: searching files, filing, sorting and distributing facility mail, answering telephones, relaying messages, receiving, storing and distributing supplies, inventory, operates a computer, printer, typewriter, copy machine, paper shredder, telephone, fax machine, 10-Key, etc.; fills in data on standard office forms, makes postings to various records, collates and assembles materials according to established methods and procedures.

Performs receptionist duties and provides information of a general nature or refers others to appropriate staff member; forwards paperwork of prospective visitors for BCI/NCIC/Statewide clearance; processes inmate mail according to established procedures: sort, block, scan, log, distribute, etc.

Composes and types correspondence as directed; receipts all monies associated with the Sheriff's office, including, but not limited to, accounting of prisoner's money, fees received from paper service, bails, and bonds, etc.; composes notices of Sheriff sales and publishes the same according to established legal guidelines.

Records documents, and computes fees; establishes and maintains files, reports, records, logs, documents; receives and processes civil and/or criminal documents, reviews for accuracy, assigns to deputies for service; monitors disposition of document, manages change in documents and orders, logs disposition and bills for appropriate fees and returns to agencies; receipts and deposits payments.

Performs general accounting and bookkeeping procedures and practices; compiles edits and sends monthly, quarterly and yearly billings to the Department of Corrections, Marshall's Office, and any other department or office as directed; processes Accounts Receivable/Payable, and issues Purchase Orders. Performs general accounting and bookkeeping procedures and practices; reviews and processes invoices for accounts payable and assures timely payment of the same.

Submits reports to the State Records Department, FBI, INS, Utah Bureau of Investigation, and any other department or office as directed; logs legal documents such as writs, summonses, supplemental orders, civil bench warrants, orders of sales, etc. for processing; maintains contact with attorneys, courts, and judges; coordinates and works with police departments, sheriff's offices, jails, dispatch, and various courts regarding information as needed.

Opens files, communicates with courts and attorneys regarding trial and hearing dates, advises deputy of pending trial dates; organizes files, files documents and prepares correspondence; files, retrieves, and modifies data as needed to conform to various work project specifications.

Works with other staff members in resolving practical problems; controls the maintenance and retrieval of files.; runs errands and paperwork to court and County Administration Building, makes deposits, picks up items needing to be purchased, and accomplishes any other errands as needed; orders supplies and equipment as directed, stocks supply room and supply cabinets. Coordinates office equipment service calls.

Assists with the coordination of special services and events; provides information to the public and the insurance companies.

Receives training in fingerprinting, takes prints of public for Concealed Weapons Permits, Utah Bureau of Criminal Identification, employment, etc.; receives training in Spillman or other law-enforcement computer programs as needed; must be able to enter and retrieve appropriate information.

Property Room Duties:

Maintains physical security of computer terminal when logged on to the system; creates computer log entries for daily events, runs daily reports, ensures all information is correct and all associated paperwork is attached; arranges for or notarizes legal documents.

Tags soiled clothing items, sends and receives clothing from the laundry; checks inventory for accuracy, then secures clothing in proper property locker.

Mails out inmate hobbies/crafts as per inmate request; deducts shipping costs from inmate money accounts.

Controls inventory, places orders for and receives supplies for Property and other areas of the facility as directed.

Processes incoming and outgoing inmate packages. Processes property disposals.

Completes inmate property inventories as needed or as directed.

Inventories outgoing State inmate property; checks the Property mailbox.

Answers inmate request forms related to Property.

Answers phone calls related to the Property; monitors radio traffic; reports maintenance issues or items for repair; inspects property equipment for wear and/or damage.

Controls booking and/or property room keys as assigned.

Visiting Duties:

Retrieves visiting information from visiting request forms; enters information into the visiting log;

Approves or denies applications for inmate visits; conducts background clearance investigations on the public requesting inmate visits; enters computer information (data entry) on all approved or denied visit requests; maintains a current list of all approved visitors.

Grants approval for requests for video and barrier visits.

Interacts with the public requesting visiting access; directs the public to the various visiting booths or visiting locations.

Enforces the visiting policies and procedures for the facility.

Monitors screens and/or records conversations in the Visiting areas as needed.

Performs related duties as required.

Kitchen Duties:

Organizes the preparation, cooking and serving of food to prisoners and institutional employees; ensures preparation of daily meal menu; assures security processes related to access to kitchen equipment, supplies and work areas.

Assigned to assist with meal preparation; trained regarding kitchen and cleaning duties; maintains Food Handlers Permit and "Serv-Safe" certifications; observes worker activity to assure conformity to policies and procedures; reports violations; conducts daily health and cleanliness inspections of prisoners work; enforces fire, health, and safety rules in the kitchen.

Instructs inmates in various uses, processes and procedures related to kitchen equipment, i.e., ovens, mixers, tilt skillet, steamer, etc. Trains in proper use of cutting equipment and "checks-out" cutting devices to monitor location and ensure kitchen safety.

Cooks and prepares food for meals as scheduled by pre-planned menus; bakes pies, cakes, cookies, bread, etc; prepares meals for special diets; supervises the serving of meals; assures adequate portions are served consistent with standards, regulations and nutritional needs; monitors meal deliveries to assure safety and protocol between the genders.

Supervises and participates in cleaning kitchen equipment; washes pots and pans; sweeps and mops kitchen floor; cleans work area; monitors kitchen area to assure against smuggling and theft of kitchen utensils; assures kitchen and cafeteria are secure.

May prepare written observations describing prisoner behaviors and involvement for consideration by management and administrators and parole boards; records and reports inmate work hours.

Accounts for kitchen utensils and maintains daily log of the same.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school and course work in general office practices and secretarial duties.

AND

B. Two (2) years of experience performing above or related duties.

Or

C. An equivalent combination of education and experience.

2. Required knowledge, skills, and abilities:

Some Knowledge of general office procedures and record keeping and filing; the various compliance requirements related to processing offenders and documenting their incarceration; clerical processes and procedures associated with a variety of legal documents such as warrants, notices and garnishments; grammar, spelling and punctuation; personal computer operation and various software applications such as word processing, and data processing; court procedures and processes; criminal court and general law enforcement functions and procedures; procedures established for services of warrants; computer operations and programs unique to county Sheriff's Office.

Ability to exercise initiative, independent judgment, and to act resourcefully under varying conditions; ability to learn and understand in a short period of time complex aspects of a law enforcement record system; maintain confidentiality related to legally sensitive information; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, elected officials, supervisors, other agencies and the public; establish and maintain comprehensive records and files.

3. Special Qualifications:

A law-enforcement background and the ability to speak Spanish are advantages.

Must pass a detailed background investigation and meet same background requirements as a deputy.

Selected clerks must pass the BCI Proficiency Test within the first six months in the position and every two years following employment.

Selected clerks will be required to pass the notary exam to become a department Notary Public. Must possess a current food handler's permit if selected to work in the kitchen.

Work hours could include: weekends, holidays, and evenings.

4. Work Environment:

Incumbent of the position performs in a typical setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Rapid work speed required to perform keyboard operations. Occasionally may be required to lift, carry, push, and pull. Maybe required to move objects weighing up to 50 pounds. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Work may expose incumbent to contagious or infectious diseases or hazardous chemicals, work exposes incumbent to a potentially hostile environment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.